

AUTHORIZATION FOR DIRECT DEPOSIT

The Department of Human Services, Office of Child Support Services is authorized to initiate direct deposit of child support to my account at the Financial Institution below:

Financial Institution: _____

Branch Address: _____

City: _____ State: _____
Zip: _____

Account Number: _____

Account Type (Mark One):

☐ **Checking Account**

Attach a voided blank check from the checking account to which the direct deposit will be made **or** a letter from your financial institution with your name, address, bank routing number and account number. The letter must be on bank letterhead and signed by a bank representative. **DO NOT SEND A DEPOSIT SLIP.**
Your name must appear on the account.

☐ **Savings Account**

Attach a letter from your financial institution with your name, address, bank routing number and account number. The letter must be on bank letterhead and signed by a bank representative. **DO NOT SEND A DEPOSIT SLIP.**
Your name must appear on the account.

If the same payment has been deposited more than once into your account, child support will

Immediately correct the mistake and notify you of the removal of the duplicate funds from your account.

This authority remains in effect until the child support agency has **written notification** from you of its termination in such time and manner as to give child support a reasonable opportunity to act on it.

Your Name: _____

Your Social Security Number: _____ Your Phone No: _____

Your Signature: _____
Date: _____

Please complete and mail this form to:
Department of Human Services - Office of Child Support Services
ATTN: Accounting Office
77 Dorrance Street
Providence, RI 02903

Department of Human Services
OFFICE OF CHILD
SUPPORT SERVICES



SIGN UP TODAY!

**77 Dorrance Street
Providence, RI 02903
(401) 458-4400
www.cse.ri.gov**

GOOD NEWS!

Now You Can Receive
Your Child Support
Payments Electronically
Through Direct Deposit



The Department of Human

Services - Office of Child Support Services is making a special effort to contact customers who receive child support payments from this office throughout the year. We are now offering a fast, safe, reliable and secure way to receive your payments. No more worries about mailing delays, lost or stolen checks, check cashing fees or long lines at the bank. With Direct Deposit your child support payments are deposited directly into your checking or savings account, immediately available for use.

State government has less money to spend. We believe we have found a way to save money on

mailing costs while offering you a fast and reliable method of receiving your child support payments.

Sign Up Today! Complete and return the Direct Deposit Authorization Form on the back of this brochure. *It's as easy as that!*

Frequently Asked Questions

What is Direct Deposit?

Direct Deposit is the electronic transfer of child support payments into your checking or savings account.

How does it work?

Rather than mailing a child support check to you, the Department of Human Services - Office of Child Support Services deposits payments directly into your account. Direct deposit in many instances results in you having access to your money sooner than if received in the mail.

When will my Direct Deposit start?

After this agency receives your completed authorization for direct deposit, your financial institution is contacted to set up the direct deposit. You should allow approximately 20 days from the

time this Agency receives your authorization form for the direct deposit to begin. Child Support will notify you when your authorization form has been processed.

How can I verify Direct Deposit payments?

Verify payments by:

- Calling the Child Support Voice Response System at (401) 458-4400 and enter your pin number.
- Using your financial institution's automated teller service (phone) or online access.
- Reviewing your bank statement.



How does Direct Deposit benefit me?

- End worries about your child support check being lost or stolen

- Eliminates check-cashing fees.
- In most instances, payments are automatically deposited in your account three business days after the support payment is received by this agency.
- Saves you the inconvenience of parking, the time waiting in line at the bank, producing identification and remembering account numbers.
- It's free to you!

How do I sign up for Direct Deposit?

1. If you do not already have a savings or checking account, you *must open* one. Many financial institutions offer low cost or free checking accounts.
2. Complete and return the authorization form.
3. Send a voided check or letter from your bank with the form.
4. Mail your completed authorization form to:

**Department of Human Services
Office of Child Support Services
Attention: Accounting Office
77 Dorrance Street
Providence, RI 02903**

**How do I CHANGE or CANCEL
my Direct Deposit?**

A new authorization form will need to be completed for changing direct deposit. You must notify Child Support, **in writing** at the address given, to cancel your direct deposit.